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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

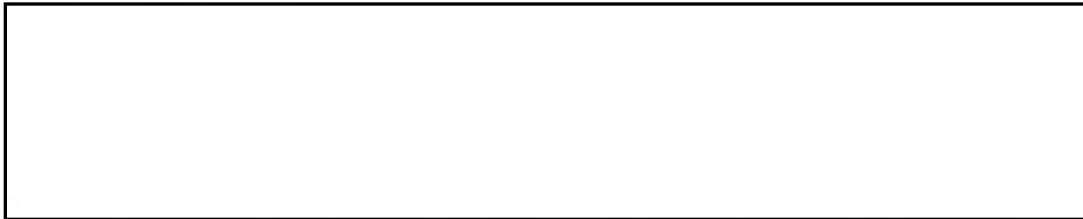
DATE: 6 June 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #23

I. SIGNIFICANT ITEMS:

Final material for the revised FY1957-58 OTR budget was received from all OTR components and is being consolidated for submission by the deadline, 7 June 1956.

II. OTHER ITEMS:

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2. Accrued Compensatory Time - A review of unused compensatory time to be accrued by the Instructor Staff from 1 January through 30 June will be made by BFO/TR to determine the budgetary contingencies applicable to Fiscal Year 1956 funds. Projecting all leave through 31 December 1956 will determine the advisability of payment for approximately 670 hours of compensatory time not to be used by 30 June 1956 at an estimated total amount of \$2,633.00.



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F. Delinquency Statements - The IBM listing from Finance Division representing the status of accounts through 16 May 1956 has been received by the Processing Section. The listing showed thirteen persons as being delinquent in accounting for Agency funds. A reply will be sent to Finance Division prior to 8 June.

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